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TRAINING

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COST FACTORS

COST PER

REPORT

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PREPARATION AND REVIEW COSTS

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C&L Branches and Chief, C&L Div.

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Annual Inventory of Records - Form 138

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LOGISTICS

MEDICAL

PREPARE IN DUPLICATE

3. FUNCTIONAL AREA

Form 138

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GS-07

GS-08

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9. DIRECTIVE AUTHORITY REQUIRING REPORT

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Approved For Release 2006/11/13 CONTROL NO. REPORTS INVENTORY PREPARE IN DUPLICATE I. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL ΩF Report of Records Volume in Agency Offices NARRATIVE REPORT MACHINE-NAME LISTING PERSONNEL TRAINING ADMIN. GENERAL LOGISTICS 3. FUNCTIONAL AREA SECURITY OTHER (specify) MEDICAL FINANCE Admin. 4. NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.) 6. DISTRIBUTION (No. of components not number of copies) 2 Annual 7. FORMAT (memorandum, form 8. ADP PROCESSING 9. DIRECTIVE AUTHORITY REQUIRING REPORT computer print-out, etc) YES IF YES GIVE ADP PROCESSING NO. FormИО OFI No. 52, Revised 10. PREPARING COMPONENT (include lowest level II. FEEDER REPORTS (State total number and identify by Title, contributing information to report) Form No., or nomenclature. Attach separate sheet if necessary.) PPS 12. COST FACTORS MANUAL PREPARATION AND REVIEW COSTS HOURLY HOURS PER COST PER TIMES GRADE X RATE COST PER YEAR REPORT REPORT PREPARED GS-07 \$ 4.15 7 \$ 29.05 1 \$ 29.05 COSTS OF COMPUTER PRODUCED REPORTS В. TOTAL COSTS PER YEAR \$ 29.05 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Not known. ъ. FUTURE GOALS GOAL PROPOSED BY COMPONENT FOR THIS REPORT ESTIMATED SAVINGS RETAIN AS IS OTHER (explain) MAN-HOURS **DOLLARS** CHANGE 25X1 DISCONT INUE 16. DATE OF INVENTORY 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 18. EXTENSION 23 Sept. 19 Approved For Release 2006/11/13; CIA-RDP75-00399R000100100007-9 FORM

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Approved For Release 2006/14/4/3 CHARDP75-00399R000100100007-9 REPORTS INVENTORY PREPARE IN DUPLICATE i. TITLE OF REPORT (if a fill-in report include Form No.) X STATISTICAL 2. TYPE 0F X NARRATIVE Records Survey Worksheet (Form 138) REPORT MACHINE-NAME LISTING TRAINING ADMIN. GENERAL PERSONNEL OTHER (specify) SECURITY LOGISTICS 3. FUNCTIONAL AREA MEDICAL FINANCE Records 6. DISTRIBUTION (No. of components not 5. FREQUENCY (weekly, monthly, quarterly, etc.) 4. NO. OF COPIES PREPARED number of copies) Annually 2 9. DIRECTIVE AUTHORITY REQUIRING REPORT 7. FORMAT (memorandum, form 8. ADP PROCESSING computer print-out, etc) YES IF YES GIVE ADP PROCESSING NO. OFI-52 И0 Form II. FEEDER REPORTS (State total number and identify by Title, 10. PREPARING COMPONENT (include lowest level Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) PSAD COST FACTORS PREPARATION AND REVIEW COSTS MANUAL TIMES HOURS PER COST PER HOURLY COST PER YEAR X GRADE X REPORT PREPARED REPORT RATE \$44.10 \$44.10 1 \$ 4.41 10 GS-07 COSTS OF COMPUTER PRODUCED REPORTS TOTAL COSTS PER YEAR \$ 44.10 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. 1969 FUTURE GOALS щ. ESTIMATED SAVINGS GOAL PROPOSED BY COMPONENT FOR THIS REPORT **DOLLARS** MAN-HOURS OTHER (explain) RETAIN AS IS CHANGE DISCONT INUE 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
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